

## DUTY STATEMENT

<b>Classification:</b> Energy Commission Specialist I (EFF)	<b>Position No.</b> 420-4935-
<b>CBID:</b> R10	<b>Office:</b> Buildings and Appliances
<b>Date Prepared:</b> August 28, 2008	<b>Division:</b> Efficiency and Renewable Energy Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Buildings and Appliances Office of the Efficiency and Renewable Energy Division. The incumbent will independently perform more complex, sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The Office is responsible for the development, adoption, update and implementation of 1) the Energy Efficiency Standards for appliances and equipment sold or offered-for-sale in California; and 2) the Energy Efficiency Standards for newly constructed buildings, and additions and alterations to existing buildings.

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

### **DUTIES AND RESPONSIBILITIES:**

- 40% Manage the Compliance Manual development process for the “going beyond/reach” Standards. As subject matter expert and project manager, responsibilities include leading a team of technical experts in the development of the Residential and Nonresidential Compliance Manuals; establishing the project time line; providing briefings to Commissioners and management; ensuring the information presented in the Manuals accurately reflects the intent of the Standards; posting documents for review by stakeholders; responding to questions; incorporating comments; completing the process for adoption of the Manuals at a Commission Business Meeting; and publishing and distributing the Manuals. (E)
- 20% As the subject matter expert on the Compliance Manuals, respond to the complaints raised by the industry regarding the low levels of compliance with the Standards and lead the development of training aids and materials for specific technical areas of the Standards using the Compliance Manual information as a guide; post on the internet and provide as a resource for presentations by staff to stakeholder groups to provide additional education on the Standards to increase the compliance rate in the field. (E)

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- 15% Manage contracts. As contract manager, responsibilities will include preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Prepare reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Date	Date
Energy Commission Specialist I (EFF)	Energy Commission Supervisor II (EFF)